

**United States Bankruptcy Court
Eastern District of Louisiana
Hale Boggs Building
New Orleans, Louisiana
70130**

**Warren A. Cuntz, Jr.
Clerk of Court**

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May 8, 2000

To: Interested Parties

From: Warren A. Cuntz, Jr.

Re: Requirements For Mailing Lists

Pursuant to Local Rule 1.02, the following requirements are established regarding mailing lists:

1. The mailing list must be typed in one of the following standard print styles:
 - Courier 10 Pitch
 - Prestige Elite
 - Letter Gothic
2. Mailing lists shall be typed in a single column format with a one inch margin from all sides of the page.
3. Each address on the mailing list must not exceed 5 lines and there must be one blank line between each set of addresses. **INCOMPLETE ADDRESSES ARE UNACCEPTABLE.**
4. The last line of each address must include the city, state, and zip code (5 or 9 digits). Use the two-letter USPS abbreviation for the state, and do not include a period behind the abbreviation. Account numbers or "attn:" must not appear on the last line of the address.
5. Each line of the mailing list may not exceed 40 characters.
6. Do not include the following parties on mailing lists:
 - debtor
 - joint debtor
 - attorney for debtor
 - United States Trustee
 - Chapter 13 trustee
7. Any amendments to the original mailing list should include only the specific parties to be added to the mailing list or the parties to be deleted.
8. All mailing lists must be on unblemished paper without any additional markings or captions other than addresses.
9. Names and addresses either in bold print or completely capitalized are not acceptable on any part of the mailing list.